



960322-01

Department of Banking and Finance
2990 Brandywine Road, Suite 200
Atlanta, Georgia 30341-5565

Records Retention Schedule No.: 96-0002
Effective Date: September 3, 1996

INSTRUCTIONS: See Publication No. 76-RM-1 for instruction on completing this form.
Forward signed original to Department of archives and History, Records Management
Divison, 330 Capitol Avenue, Atlanta, Georgia 30334, Attention: Scheduling Sections.

FOR AGENCY USE

Application Date
Application Number
96-0002

FOR RECORDS MANAGEMENT USE Application Number **03/22/96**
Date Received **09/03/96**
Date Completed

1. Agency Address
Department of Banking and Finance
2990 Brandywine Rd, Ste 200
Atlanta Georgia 30341-5565

2. Person to Contact
Working Title **Sonja Hencely**
Telephone Number **Records Management Officer**
770-986-1621

3. Action Requested
a. ☒ Establish Retention Schedule; record will continue to accumulate.

4. Dates of Series Earliest **12-31-93** Latest **Continuing**

5. Records Series Title (followed by title used in office; if different)

Check Casher Files

10. Questionnaire (Place an "X" in the proper column)

- | | |
|------------|---|
| YES | a. Is this the official copy of the series?
If not, where is it? |
| YES | b. Does the series contain confidential information requiring security handling?
If yes, cite law or regulation. O.C.G.A. 7-1-70 |
| NO | c. Is this a vital record? |
| NO | d. Does this series have historical or long term research value? |
| NO | e. When one or two documents in the file make it necessary to keep the entire
file for a long period, could these documents be scheduled separately? |
| NO | f. Is the information contained in this series ever published? If yes, attach
copy. |
| NO | g. Is the information contained in this series ever analyzed and/or recorded in a
summarized report? If yes, attach copy. |
| NO | h. Is there a duplication of this series in your office, or in another office or
agency? |
| NO | i. Is this series (or a major portions of it) regularly microfilmed? |
| NO | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

- a. State Law _____ 5 _____ years.
- b. Statute of limitation _____ years.
- c. Federal law _____ years.
- d. Audit period _____ years.
- e. Administrative need _____ years
- f. Federal retention instructions _____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

O.C.G.A. 7-1-69

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year;

☒ Hold in the current files area two (2) years; then

☒ Transfer to State Records center; hold three (3) Year(s); then

☒ Destroy.

These instructions apply to all prior and future accumulations of the series.

The above records retention schedule is consistent with the requirements of the Georgia Records Act (O.C.G.A. 50-18-90 et. Seq.). The Department of Banking and Finance recommends this retention schedule to the state Records Committee.

Signed: David A. Hancock 3-18-96
DEPUTY COMMISSIONER FOR ADMINISTRATION
Agency Head or Designee (name & title) Date

Signed: Sonja Hensley RMD 3-20-96
Records Management Officer (name & title) Date

The approval of the disposition instructions for the record series described in this record retention schedule application has been authorized by the State Records Committee.

Signed: Edward Weldon 9/5/96
Edward Weldon
Secretary of State Designee Date